



PHARMA DEVILS

HR DEPARTMENT

STANDARD OPERATING PROCEDURE

TITLE: Personnel Inter Plant Movement

SOP No.:		Department:	HR
		Effective Date:	
Revision No.:		Revision Date:	
Supersede Revision No.:		Page No.:	1 of 5

1.0 OBJECTIVE:

To lay down a procedure for Personnel Inter Plant Movement.

2.0 SCOPE:

This SOP is applicable for all the employees who move from

3.0 RESPONSIBILITY:

All Employees who moves from One Plant to Another Plant.

4.0 ACCOUNTABILITY:

Head - Personnel & Administration

5.0 ABBREVIATIONS:

SOP Standard Operating Procedure
QA Quality Assurance
No. Number
Ltd. Limited
HR Human Resources

6.0 PROCEDURE:

- 6.1 Personnel who want to move from one plant to another plant, fill the “**Inter Plant Movement Slip**” as per **Annexure-I**.
- 6.2 Personnel fill the all details of Inter Plant Movement slip (i.e. Code No., Date, Name, Department, Purpose of Visit & Candidate Signature)
- 6.3 Filled Inter Plant Movement slip, forward to Concern Department - Head / In-Charge for authorization of Inter Plant Movement.
- 6.4 After authorization of Inter Plant Movement slip further forward to Personnel & Administration Department to acknowledge & same maintain the record. (only for contractual manpower)
- 6.5 Personnel shall give the Inter Plant Movement slip to security personnel. Security personnel shall fill the out time and his/ her signature with code no. and personnel fill the out time & signature in “**Inter Plant Movement Log**” as per **Annexure-II**.
- 6.6 Personnel shall take the slip and go to another plant for his/ her work.
- 6.7 Personnel submit his/ her slip to security In-Charge of visiting plant, security personnel put the arrival time and his/ her signature with code no. in Inter Plant Movement slip and personnel fill the in time & signature in visiting plant Other Plant Movement Log.
- 6.8 Return to the personnel, after completion of work personnel submit, the slip again to security for departure time and his/ her signature with code no. and personnel fill the out time & signature in visiting plant Other Plant Movement Log.



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6.9 Personnel shall submit Inter Movement Slip to security In-Charge for entry of in time and his/her signature with code no. and personnel fill the in time & signature in “**Inter Plant Movement Log**” as per **Annexure-II**.

6.10 For Other Plant Employees:

6.10.1 If any other plant employee coming to the Plant, and Personnel shall submit his/ her slip to Security In-charge, security personnel put the arrival time and his/ her signature with code no. in Inter Plant Movement slip and personnel fill the In Time & Signature in “**Other Plant Movement Log**” as per **Annexure-III**.

6.10.2 Return to the personnel, after completion of work other plant employee submit, the slip again to security for departure time and his/ her signature with code no. and personnel fill the out time & signature in Other Plant Movement Log as per **Annexure-III**.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Inter Plant Movement Slip	
Annexure-II	Inter Plant Movement Log	
Annexure-III	Other Plant Movement Log	

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head HR
- Controlled Copy No. 02 Head Production
- Controlled Copy No. 03 Head Warehouse
- Controlled Copy No. 04 Head Engineering
- Controlled Copy No. 05 Head Quality Control
- Master Copy Quality Assurance Department

9.0 REFERENCES:

Not Applicable

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		



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ANNEXURE-I



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HR DEPARTMENT

INTER PLANT MOVEMENT SLIP

Code No.:		Date:
Name:		
Department:		
Purpose of Visit:		
Authorized By:		
Candidate Signature		(Authorized By) Signature
FROM: Plant		
Out Time:	In Time:	
Sign of Security	Sign of Security	
Code No.	Code No.	
TO: Plant - _____		
Arrival Time:	Departure Time:	
Sign of Security	Sign of Security	
Code No.	Code No.	

